

Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
**BOARD OF TRUSTEES MEETING - MINUTES**  
Thursday, March 2, 2023

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:35 p.m. in the library.

Present:	Guest:
Susan Bielucke, Director	Dhara Dekhtawala
Fran Lloyd, President	
Tom Ernst	
Melissa Sassaman, Secretary	
Joan Shafer, Vice President	
Kathy Betz, Treasurer	
Denise Shaffer	

**MINUTES OF THE PREVIOUS MEETINGS:**

Motion to accept February 9, 2023 minutes by Kathy Betz, Joan Shafer seconded and the motion carried.

**LIBRARY DIRECTOR'S REPORT:**

- District and State Library:
  - The annual PA Public Library Data Report has been submitted to Mark Sullivan. Barring any issues, it will be forwarded to the state.
- Building and Grounds:
  - WCSD electrician repaired the outdoor emergency lights and pole lights. The marquee is also now operating properly.
  - The contract for 2023 landscaping services by Scapes Design, LLC has been signed. Last year, WTPL paid \$75 per month for weeding services. That fee has been added to the 2023 contract.
- Services: Museum Passes
  - New museum passes include Historic Bethlehem Museum and Sites, National Museum of Industrial History, and Railroad Museum of Pennsylvania.
- Outreach:
  - On March 1, Susan Bielucke met with WCSD Curriculum Supervisor of ELA and Humanities Melissa Arifaj to discuss increasing collaboration between WTPL and WCSD on initiatives and programs. Ideas discussed included hosting Title I nights at WTPL for the three elementary schools, summer learning teen discussions of required school literature, first grade tours, Teacher Reader program, summer reading acknowledgement at school level for students, and support for summer reading finale.
- Financial:
  - WTPL is beginning to move its accounts from Truist to Embassy Bank. Deb Young of Embassy's Commercial Services department will review the library's bank statements to determine offers that would be competitive to Truist's.
  - The spring book sale is set for April 28 and 29. WTPL is accepting book donations for the sale.

- Programs:
  - Summer Reading planning is underway. Potential events include Hawk Mountain, reptile presentation, Super Science, Community Heroes Night and the Summer Reading Finale with face painting, balloon art and a DJ.
  - Upcoming Children's Programs:
    - Toddler and Preschool Story Time began February 28 and runs until April 20.
    - Creation Station: Microscope Magic- 6:00 PM March 15
    - Pollinator Program, presented by Lehigh County Conservation District- 11:00 AM May 16
  - Upcoming Adult Programs:
    - The Lincoln Four 6:30 PM March 30.
    - Challenges and Survival of Honeybees 6:30 PM April 20
    - On the Same Page: *The Personal Librarian* 6:30 PM April 26
    - Spring Craft 6:00 PM May 18
    - Barbershop Quartet: ffourtissimo 6:30 PM May 25

**FINANCIAL REPORT OF THE TREASURER:**

During discussion of the Financial Report, Denise Shaffer suggested establishing an email account to be used solely for accounting purposes.

Tom Ernst moved to accept the Financial Report. Denise Shaffer seconded and the motion was approved.

**PRESENTATION/ACTION ON BILLS:**

Melissa Sassaman made a motion to approve total February payments in the amount of \$164,639.35. This amount includes the transfer of \$154,512.40 from Truist to Embassy Bank. Tom Ernst seconded and the motion carried.

**COMMITTEE REPORTS/DISCUSSIONS:**

**BUILDING AND GROUNDS (Joan, Tom):**

- Lease update
  - WTPL and WCSD will split the cost of having an attorney incorporate the various existing addendums into an updated lease.
  - WTPL is still in discussion with WCSD regarding which organization is responsible for maintenance or replacement of various systems and items. WCSD will make these determinations by April.
  - WCSD is considering a 5-year lease and potentially having WTPL pay a monthly maintenance fee to WCSD.
  - According to the architect, because WTPL is a government building, each phase of the upgrade project costing above \$25,000 requires WTPL to solicit bids from contractors. Dhara Dekhtawala suggested asking Wells Fargo volunteers to assist with painting to reduce costs.

**PERSONNEL (Fran, Melissa):**

- No report.

**BUDGET/FINANCE (Kathy, Joan, Denise):**

- Financial Policy and Procedures: Joan Shafer made a motion to accept the updated policy and procedures. Denise Shaffer seconded the motion. The motion passed.

- Bank Update: Dhara Dekhtawala will check whether ADP's merchant credit card fees compare favorably with Embassy Bank's Clover Go service.

**COMPUTER/OPERATING** (Denise, Fran, Melissa):

- The NEPA Lions grant application for \$30,000 for the purchase of patron computers by the library is still being reviewed.

**POLICIES/BYLAWS** (Fran, Tom, Kathy):

- No report.

**OLD BUSINESS:**

- Dhara Dekhtawala has expressed interest in being considered for WTPL Board of Trustees membership. Melissa Sassaman moved to accept Dhara as a WTPL board member. Joan Shafer seconded the motion. The board is in favor of Dhara's candidacy. Dhara will submit a letter of interest to the school board for their review.
- Insurance policy: The endorsements requested by the board were received. WTPL's dwelling coverage might include, at no additional charge, equipment used to service the building. We will request \$5,000 coverage for each of the book drop boxes. The contents of the book drops are covered under the library's Inland Marine policy.

**ADJOURNMENT** : Motion to adjourn the Regular Meeting of the Board of Trustees made by Denise Shaffer. Seconded by Tom Ernst.. Regular Meeting adjourned at 7:50 PM.

**EXECUTIVE SESSION:**

President Fran Lloyd called the Executive Session of the Whitehall Township Public Library Board of Trustees to order at 7:55 p.m. in the library. The purpose of the session was to conduct the Library Director's annual performance review.

Present:

Susan Bielucke, Director  
Fran Lloyd, President  
Tom Ernst  
Melissa Sassaman, Secretary  
Joan Shafer, Vice President  
Kathy Betz, Treasurer  
Denise Shaffer

Motion to adjourn the Executive Session made by Joan Shafer. The motion was seconded by Melissa Sassaman. The Executive Session adjourned at 8:12 p.m.

**NEXT MEETING:** April 13, 2023 at 6:30 p.m.

Respectfully Submitted,  
Melissa Sassaman, Secretary